



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

CADASTRAL SUPERVISOR

Class No. 003820

■ CLASSIFICATION PURPOSE

To supervise the drafting and maintenance of cadastral maps used to apportion property taxes, to assist in organizing and planning mapping activities; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

All positions in this class are found in the property identification division of the County Assessor's Office. This is a supervisory level class and incumbents provide direction and supervision through lower level first-line supervisors and/or lead workers. Incumbents supervise cadastral technicians in maintaining cadastral maps and official records related to the identification of boundaries, ownership, location, parcel number, and tax rate to be applied to real property carried on the tax rolls.

This class differs from the next higher-level class, Assessor/Recorder/County Clerk Division Chief I, in that the latter acts as division head, establishes operating policy, and manages the activities of the division. This class differs from the next lower level class, Senior Cadastral Technician, in that the latter performs complex and difficult mapping work and has limited supervisory assignments.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, schedules, and assigns work.
2. Reviews work for compliance with established standards, procedures, and legal mandates.
3. Assists in the selection of new employees.
4. Provides new employee orientation and training.
5. Assists in formulating and establishing division procedures and record keeping systems.
6. Interprets codes and reviews proposed legislation.
7. Checks prepared cadastral maps using computer-aided design.
8. Maintains a computerized record keeping system showing ownership, assessed value, parcel number, districts, and tax rate area information.
9. Compiles and disseminates tax rate indices and maps.
10. Researches and interprets property line information from recorded deeds and engineering surveys.
11. Resolves difficult ownership identification and boundary problems.
12. Provides authoritative information to the public and coordinates work production with other departments, units, and agencies.
13. Maintains production records.
14. Compiles data and information; prepares correspondence and reports.
15. Requisitions services and supplies and monitors expenditures.

16. Updates division mapping procedures manual.
17. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
18. May act in the absence of the Division Chief.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- Supervisory principles and theory.
- Personnel management.
- Computer aided drafting programs, and windows operating system.
- Principles of engineering and surveying related to segregation and property lines.
- Algebra, geometry, and trigonometry.
- Mapping reproduction methods.
- Assessment and valuation methods.
- Data processing principles.
- County policy and procedure related to budget and personnel.
- California Real Property Law.
- Revenue and Taxation Code.
- General Management System in principle and in practice.
- County customer service objectives and strategies.

##### Skills and Abilities to:

- Plan, direct, coordinate, assign, train and evaluate the work of subordinate staff.
- Prepare procedures manuals and design forms.
- Check maps for conformance with legal requirements and standards.
- Use computer aided drafting programs to prepare maps.
- Prepare accurate cadastral maps of property segregation, condos, subdivisions, easements, and tax rate areas.
- Search title records and locate recorded deeds and survey maps.
- Write and interpret legal descriptions of property.
- Interpret, follow, and explain codes, standards, and procedures.
- Calculate property valuations.
- Maintain an electronic record keeping system.
- Operate programmable calculators, microfilm and microfiche readers and printers, photocopiers, plan meters, computer display terminals, and computer aided drafting equipment.
- Compile data and prepare reports.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: Four (4) years or more of progressively responsible work as a Cadastral or Drafting Technician including at least one (1) year in an Assessor's Office at the level of a Senior Cadastral Technician. Supervisory experience is highly desirable.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None Required

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: November 30, 1983**

**Revised: May 23, 2001**

**Reviewed: Spring 2003**

**Revised: May 28, 2004**

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Cadastral Supervisor (Class No. 003820)

Union Code: MM

Variable Entry: Y